



**CALIFORNIA NATIONAL GUARD  
COUNTERDRUG TASK FORCE  
TOUR ANNOUNCEMENT**



**OPEN TO  
ARMY NATIONAL GUARD**

1. **POSITION AVAILABLE:** CDTF Property Book Officer
2. **LOCATION:** Mather, California
3. **TOUR NUMBER:** 06-18
4. **EFFECTIVE DATE:** 22 September 2006
5. **CLOSING DATE:** 23 October 2006
6. **MINIMUM GRADE:** W01\* **MAXIMUM GRADE:** CW3
7. **PERSONNEL ELIGIBLE TO APPLY:** (X) Male (X) Female ( ) OFF (X) WO (X) ENL\* (see 7.c.)
  - a. Members of the Army and Air National Guard.
  - b. Not within 6 months of Expiration Term of Service (ETS).
  - c. ENLISTED SOLDIERS ELIGIBLE FOR APPOINTMENT AS A WARRANT OFFICER, PREDETERMINATION PACKET MUST HAVE BEEN RECEIVED BY WARRANT OFFICER ACCESSIONS IN RECRUITING COMMAND
8. **SELECTING SUPERVISOR:** Counterdrug Task Force Commander
9. **MILITARY STATUS:** FTNGDCD, Title 32, Section 502(f)
10. This position is a Full Time National Guard Counterdrug (FTNGDCD) Tour subject to the availability of funds from fiscal year to fiscal year.
11. **APPLICANT MUST**, at a minimum, submit the following documents and meet all applicable criteria:
  - a. Cover letter stating why you are interested in the position and how you will add value to the program.
  - b. Letter of recommendation from M-Day Unit.
  - c. Military Biographical Summary or Resume.
  - d. DA 1058-R Completed and Signed, CD Commander may sign as the commander if selected.
  - e. Retirement Point Accounting Statement (RPAS)  
Note: Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.
  - f. All DD Forms 214 (copy must include bottom portion with RE Code).
  - g. Medical: Printout of Individual Medical Readiness (IMR) report. Found under AKO, My Medical Readiness
  - h. Army Physical Fitness Test Score Card (DA Form 705)
  - i. Last three OERs (NCOERs) or Memorandum of Explanation from Rater as to why they are not available.
  - j. Completed and signed CD Form 301 (on CD website).
  - k. Completed and signed CD Form 302 (on CD website).
12. Applicants must meet medical retention standards IAW AR 40-501, chapter 3. Additionally, if selected must complete and submit DA Form 7349-R, Annual Medical Certificate prior to tour start date.

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13. Army National Guard personnel must meet the HIV testing requirements of AR 600-110, Identification, Surveillance, and administration of Personnel Infected with Human Immunodeficiency Virus (HIV) with 24 months.
14. Over 40 applicants must have DA Form 4970 Cardiovascular screening and /or RISK index if applicable. .
15. Applicants must possess a favorable Entrance National Agency Check / National Agency Check (ETNAC/NAC) within the past 10 years and be eligible to obtain a Secret Security Clearance.
16. Applicants must be willing to relocate within the State of California.
17. Applicants meeting any of the following are INELIGIBLE to APPLY:
  - a. Not a member of the National Guard.
  - b. Does not meet medical retention standards.
  - c. Does not meet body composition/weight control standards prescribed by AR 600-9.
  - d. Involuntarily removed from AD or FTNGD for cause, non selection for promotion, or resignation in lieu of adverse personnel action.
  - e. Non-selection for retention.
  - f. Under current suspension of favorable personnel action (flagged) per AR 600-8-2.
18. Unique Requirements for Counterdrug tours:
  - a. Urinalysis testing is required upon entry on active duty, and periodic testing while on active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under Substance Abuse Testing or the ANG Drug Abuse Testing Program.
  - b. Requirement to continue attendance at IDT/IAD and Annual Training while on FTNGDCD.
  - c. Army Personnel are required to take two "for record" APFTs per year with the CD Task Force.
  - d. Status of employment is year to year subject to availability of funding.
  - e. DMV records review, criminal records checks, and/or security screening of applicants will be performed prior to entry on duty and that derogatory reports may result in their application being denied.
  - f. Standards of Conduct.
    - (1) Members are required to uphold the highest standards of conduct and personal appearance. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies.
    - (2) National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.

### **19. Job Description:**

Property Book Officer works under the direct supervision of the Counterdrug Task Force J4 – Logistics Officer. Responsible for the performance in an automated property accounting environment with the related functions associated with the accurate accountability for Program Property, to include Excess Property Management. Supervises the technical aspects of CDTF property records per AR 710-2, NGR 500-2, complying with appropriate regulations, forms and procedures pertaining to Property Book, Hand Receipts and other property accounting documents. Monitors the use and accountability of property by hand receipt holders IAW the Command Supply Discipline Program (CSDP) and AR 710-2. Accounts for property using PBUS-E, ULLS-S4 and ULLS-G. Maintains master hand receipt files for all property located at subordinate teams. Monitors procurement and implementation of equipment in conjunction with Task Force Mission Requirements. Provides internal and external training and technical advice to supported teams on property matters. Provides technical assistance to supply personnel in the subordinate teams on property book accountability issues. Performs other duties as assigned.

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### 20. Preferred Qualifications:

- a. 920A (Logistics Management Officer - Property Accounting Technician)
- b. Excellent verbal, written and general computer skills are recommended.
- c. Must be willing to travel as mission dictates.

### 21. Minimum requirements for enlisted applicants.

- Be an E4 or above.
- Have a minimum of six most recent years documented experience in MOS 92Y or 91J. Civilian experience related to MOS 92Y will be taken into consideration.
- Soldiers must be fully deployable, able to meet all physical requirements IAW AR 40-501, be able to take and pass an approved APFT IAW FM-21-20 (standard or alternate), and meet height/weight standards IAW AR 600-9. Soldiers may request a waiver to take the Alternate Event APFT for entrance in to Warrant Officer Candidate Program
- NCOs must provide hard copies of all NCOERs. The preponderance of your NCOERs must reflect outstanding and exceptional duty performance ratings noted with "among the best" ratings by the Rater and "successful" and "superior" ratings by the Senior Rater.  
**\*\* E4s are not required to meet this prerequisite.**
- Have a letter of recommendation from a Senior 920A (CW3-CW5). The Senior Warrant Officer must attest to your technical and tactical competence in MOS 92Y or 91J. You must request a waiver if there is no 920A on the installation of which you're currently serving. In cases where there is no Senior 920A on the installation, the applicant is encouraged to include a letter of recommendation from a Junior (CW2-W01) 920A, or a Quartermaster Warrant Officer (regardless of MOS), or a Warrant Officer (regardless of branch).
- Possess six credit hours of College Level English. Successful completion of the CLEP (College Level Examination Program) general examination in English or an undergraduate degree is the only acceptable alternatives. Speech is not considered an English Course.

### 22. SUBMIT COMPLETED APPLICATION (with all required documentation/certificates) to:

Counterdrug Task Force  
ATTN: CD J1, OIC  
10620 Mather Blvd.  
Mather, CA 95655

### 23. Questions may be directed to the J-1 at (916) 361-4905 / 4945. Website is: <http://www.calguard.ca.gov/cdtf/>

### 24. NOTE THE FOLLOWING WILL DISQUALIFY YOUR PACKET:

- a. An Incomplete packet.
- b. Packets received after the Closing date.
- c. Failure to meet minimum requirements listed in this announcement.

### 25. Equal Opportunity: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.